

St. Leo's Preschool Parent Handbook 2009-2010



St. Leo's Church **(608) 786-0610**

Pastor: Fr. Bob Hegenbarth
Preschool Classroom (608) 786-0485
Preschool Teacher: Marilyn Jensen
(608) 792-8307 (Cell Phone)

“...Jesus said, “Let the little children come to me, and do not stop them; for it is such as these that the kingdom of heaven belongs.”

Matthew 19:14

St. Leo's Parent Handbook

Mission Statement.....	Page 2
Hours and Age Requirements.....	Page 2
Fee Payment.....	Page 2
Monthly Calendar/Newsletter.....	Page 3
Arrivals and Departures.....	Page 3
Parent/Teacher Conferences.....	Page 3
Snack.....	Page 3
Toy Policy.....	Page 4
Sick Child Policy.....	Page 4
Emergency and Accident Policy.....	Page 5
Bathroom Policy.....	Page 5
Dress Code Policy.....	Page 5
Field Trip Policy.....	Page 5
Calendar.....	Page 6

St. Leo's Church and Preschool
210 W. Hamlin Street West Salem, WI 54669 608-786-0610

Worship Schedule:
Saturday evening: June thru October 5:00 p.m.
November thru May 7:30 p.m.
Sunday morning: 7:30 a.m. and 11:00 a.m.
Vacation Bible School in July.

Mission Statement

The mission of St. Leo's Preschool is to fulfill the congregation's mission of providing educational programs to meet the needs of the congregation and the church at large. The preschool program is planned to develop the "whole child": spiritually, socially, emotionally, creatively, intellectually, and physically. Learning programs are age and individually appropriate, providing excellence in education within a Christian environment. Peacemaking skills are emphasized, empowering the children to live and interact with others and with God's creation in nonviolent ways.

Hours and Age Requirements

Tuesday/Wednesday/Thursday (Ages 3-5) 8:30 a.m. - 11:00 a.m.

Tuesday/Wednesday/Thursday (Ages 3-5) 12:00 p.m. – 2:30 p.m.

The preschool operates September through May (in-service days, vacations, holidays, and snow days follow the West Salem School District calendar).

There is no morning preschool if West Salem has a 2 hour delay due to snow or cold weather, and there is no afternoon preschool if there is an early release. ** We will have class on their scheduled 2 hour late starts. Classes will run during the regular hours (8:30-11:00 or 12:00-2:30).

School may need to be canceled in case of a family emergency or illness of the teacher due to lack of a short term substitute teacher. Every effort will be made to contact families as far in advance as possible.

Fee Payment/Enrollment

The fee charged for preschool is \$75 a month (September through May). Payment is due the first of each month except for September (payment can come the first day of school). If the payment is not received by the 10th of the month, an additional \$10 will be assessed. Parents will notify the teacher in writing if they want to withdraw from the preschool program. The monthly fee will not be reimbursed.

Monthly Calendar/Newsletter

A monthly calendar/newsletter will be sent home to help you be informed of what we will be talking about.

Arrivals and Departures

The child must be accompanied to preschool by a person responsible for her/him and who will remain with the child until class begins. The doors of the annex will be unlocked at 8:15 a.m./11:45 a.m. Make sure the teacher acknowledges the child's presence before you leave. After school your child will be dismissed only to you or persons you designate in writing. Make sure the teacher knows that the child is leaving. Please pick up your child promptly at 11:00 a.m./2:30 p.m. Thank you. Please call if your child is sick or otherwise unable to attend preschool. Parents are responsible for their child's transportation to and from preschool.

Parent/Teacher Conferences

Parent/Teacher Conferences will be held twice a year (one in November and one in March). We welcome your comments, questions, or concerns about the program at any time.

Snack

Parents are asked to provide a box of crackers and cookies every month. Milk, water, or juice will be provided with their snack. **Please let the teacher know if your child has any allergies.**

Toy Policy

We ask that children DO NOT bring their toys from home unless it is a child's sharing day. Sharing days will be notated on the monthly calendar.

Sick Child Policy

Maintaining a healthy environment is of primary importance. Please keep you child at home if he/she has:

- Temperature: Children with a fever should not attend school.
- Conjunctivitis: An eye infection commonly referred to as "pink eye".
- Rash: Rashes that you cannot identify or have not been diagnosed by a doctor.
- Impetigo: Blisters, pustules rapidly covered with honey-colored crusts. May be confused with cold sores. Usually seen first near mouth or nose. Can spread rapidly.
- Head lice.
- Flu: with either diarrhea or vomiting. Keep child home 24 hours after the symptoms have ended.
- Severe cold.
- Strep Throat: or other illnesses treated with antibiotic. Your child should not attend school until he/she has been on medication for at least 24 hours.
- If your child becomes sick without obvious symptoms.
- Specific contagious diseases: measles, chicken pox, mumps, ringworm, scabies.

Parents must contact St. Leo's immediately upon learning your child has contracted any communicable disease. Parents will be notified of any disease reported.

If while at preschool your child becomes ill, a parent or other person responsible will be notified immediately and the child must be picked up.

No medications will be given at school. Please take care of this at home.

Please call Miss Jensen at (608)792-8307 (cell phone), or the classroom phone (608) 786-0485 by 8:30/12:00 if your child will be absent due to illness or any other reason.

Emergency and Accident Policy

In emergencies, we will call 911 for immediate assistance. Safety of children at all times is of primary concern. Fire drills will be practiced throughout the year.

Bathroom Policy

Child must be able to toilet independently. (Please dress your child to their ability to help themselves in the bathroom, avoiding snaps, buttons, zippers, etc., that they cannot open and close themselves.)

Dress Code Policy

Children will play outside on a regular basis, weather permitting. Children will remain indoors if temperatures fall below zero degrees. Please have children dressed according to the season (jacket or sweatshirt in fall and spring seasons; warm jacket, snowpants, boots, hat, and mittens during winter season). A change of clothing to be kept at school should be sent on the first day. Please bring weather appropriate clothing from home as the seasons change.

Field Trip Policy

Fees for field trips and special events may be charged in addition to tuition. Every effort is made to keep these costs minimal.

Parents are asked to sign a permission slip for each field trip. Parents may be asked to assist with field trips.

Children are a gift from God.
Psalms 127:3

2009-2010 School Calendar

August 25: 6:30-8:00p.m. Preschool Open House

September 1: First day of school

October 29: NO SCHOOL-Teacher's Convention

November 26: NO SCHOOL-Thanksgiving vacation

December 24-January 3: NO SCHOOL-Christmas vacation

January 5: Preschool resumes

April 1-5: NO SCHOOL-Spring Break

May 27: Last day of school